

7 October 1983

MEMORANDUM FOR: OP/CMO

FROM: 

C/HRPS

SUBJECT: Request for HRPS Student Trainee

1. It is requested that the establishment of a Student Trainee requirement be approved for the Human Resources Planning Staff (HRPS). Participation in this excellent program has not been a realistic possibility for HRPS in the past, because the staff had insufficient strength to provide the necessary project design and guidance. However, the suspension of our OGC jurimetric support requirements and the addition of two staff members provide sufficient resources for HRPS to participate in the Student Trainee program.

2. The existing mission and functions of OP require employees with a mixture of statistical/programming/data base skills that we have never been able to satisfy. In fact, the components utilizing these skills have historically stolen employees from each other because of their scarcity. A critical problem for OP is locating and attracting additional employees with the necessary skills to perform the research and quantitative analysis that is growing in amount and priority. The competition for statistical/computer skilled employees is very substantial outside the Agency and, therefore, even more heated within the Agency. This program would provide for the training and development of a mathematics statistics student in anticipation of becoming an additional employee in a critical area, upon graduation. In addition, smaller self-contained studies would be designed to ensure that a trainee would perform work useful to OP.

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Attachment: Student Trainee Program  
Position Description

5 October 1983

Student Trainee Program  
Positions Descriptions

Office: DDA/OP/PA&E

Division: HRPS

Summary: (Two or three descriptive sentences):

Conducts research related to personnel planning and develops statistical analysis and reporting related to planning projected personnel gains and losses, promotion flows, yearend strength, etc. Duties include the evaluation and analysis of data, preparation of long and short-range analytical reports and participation in briefings and debriefings.

Work Assignment Activities (Outline progress through the program including duties and special training):

Trainees will be provided with training to develop specific skills in utilizing Agency systems and equipment. Assignments will consist of smaller, self-contained studies and portions of larger, more encompassing projects. In all cases, however, work will be performed under the guidance of a senior analyst and will be graduated in terms of difficulty and responsibility as the trainee accumulates skills and experience.

Career Opportunities (Mention opportunities this program offers):

This program offers training and experience in a Personnel Specialist career track that ranges from a GS-07 Statistical Assistant to a GS-15 Operations Research Analyst.

Candidate Qualifications (Mention academic discipline(s) and any special requirements):

Academic Disciplines: Operations Research, Mathematics, Statistics, Logic Programming, or courses which require substantial competence in Math or Statistics.

Special Requirements: Knowledge of FORTRAN, SAS, SPSS, or Basic programming is desirable.

Recruit for EOD in (Month and Year):